

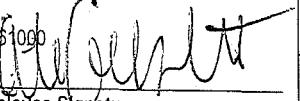
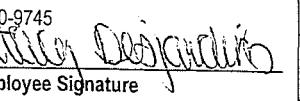
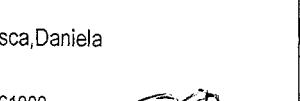
### ector's Signa.

*Chalem*

Employee signatures on this time sheet certify the employee has performed the work associated with the account(s) listed.

Time Log/Program / Area: 2048-- Boston Drug Lab

Week Ending: January 29, 2011

Employee Name:		Sunday 01/23/11		Monday 01/24/11		Tuesday 01/25/11		Wednesday 01/26/11		Thursday 01/27/11		Friday 01/28/11		Saturday 01/29/11	
brett,Kate   Employee Signature	Day: In - Out			7:15	3:15	8:15	3:15								
	Lunch: Out - In			12:00	12:30	12:00	12:30								
	Outside Duty: From - To														
cument exceptions or comments, indicate type and count.						1W Vacay ✓		SIE 7.5 ✓		SIF 7.5 ✓		Vacay 7.5 ✓			
jardins, Stacey   Employee Signature	Day: In - Out			8:35	4:35	8:30	4:30	9:15	2:45						
	Lunch: Out - In			12:00	12:30	12:00	12:30	—	—						
	Outside Duty: From - To														
cument exceptions or comments, indicate type and count.						2.0 SIC ✓		PER 7.5 ✓							
okhan, Annie   Employee Signature	Day: In - Out			6:45	3:00	6:45	4:00	6:45	2:45	6:45	3:45	6:45	4:55		
	Lunch: Out - In			12:00	12:30	12:00	12:30			12:00	12:30	12:00	12:30		
	Outside Duty: From - To														
cument exceptions or comments, indicate type and count.				OT 1.25 ✓		Maleen Dismiss		OT 1.0		OT 1.0		Middlesex Sup ✓			
asca,Daniela   Employee Signature	Day: In - Out			6:45	4:45	6:45	3:00	6:45	2:45						
	Lunch: Out - In			1:00	1:30	1:00	1:30	1:30	2:00						
	Outside Duty: From - To														
cument exceptions or comments, indicate type and count.				OT 2hr ✓		Brighton Court 12:00 - 3:00		SIC 7.5 hr. ✓		Middlesex Sup					

Employee's Signature:

C. Halemi

Time Log/Program / Area: 2048- Boston Drug Lab

Employee signatures on this time sheet certify the employee has performed the work associated with the account(s) listed.

Week Ending: January 29, 2011

Employee Name:		Sunday 01/23/11	Monday 01/24/11	Tuesday 01/25/11	Wednesday 01/26/11	Thursday 01/27/11	Friday 01/28/11	Saturday 01/29/11
Walter, Lisa	Day: In - Out		6:45 2:45	6:55 2:55	6:45 2:45	7:00 2:45	6:45 2:45	
	Lunch: Out - In		12:00 12:30	12:00 12:30	12:00 12:30	12:00 12:30	12:00 12:30	
	Outside Duty: From - To							
Employee Signature: <i>Lisa Wagner</i>								
Document exceptions or comments, indicate type and count.								
Walter, Michael	Day: In - Out		8:30 8:00	8:40 7:45	6:00 7:45		8:15 8:25	7:00 5:30
	Lunch: Out - In		1:20 1:50	2:15 2:45			1:45 2:15	3:00 2:00
	Outside Duty: From - To							
Employee Signature: <i>Michael Walter</i>								
Document exceptions or comments, indicate type and count.								
Medina, Nicole	Day: In - Out							
	Lunch: Out - In							
	Outside Duty: From - To							
Employee Signature: <i>Nicole Medina</i>								
Document exceptions or comments, indicate type and count.								
Brien, Elisabeth	Day: In - Out		7:30 4:35	8:00 12:00	7:35 3:05		7:40 2:40	
	Lunch: Out - In		11:30 12:00	—	11:30 12:00		11:30 12:00	
	Outside Duty: From - To							
Employee Signature: <i>Elisabeth Brien</i>								
Document exceptions or comments, indicate type and count.								

ector's Signature:

C Palermo

Employee signatures on this time sheet certify the employee has performed the work associated with the account(s) listed.

Time Log/Program / Area: 2048- Boston Drug Lab

Week Ending: January 29, 2011

Employee Name:		Sunday 01/23/11		Monday 01/24/11		Tuesday 01/25/11		Wednesday 01/26/11		Thursday 01/27/11		Friday 01/28/11		Saturday 01/29/11		
lips, Gloria 61000 Employee Signature: Gloria Phillips	Day: In - Out							8:30	4:30							
	Lunch: Out - In							12:00	12:30							
	Outside Duty: From - To															
Document exceptions or comments, indicate type and count.																
o, Peter 61000 Employee Signature: Peter	Day: In - Out			645	745	645	745	645	600				645	645	650	530
	Lunch: Out - In			12	12:30	12	12:30	12	12:30				12	12:30	130	200
	Outside Duty: From - To															
Document exceptions or comments, indicate type and count.																
nczkowski, Daniel 61000 Employee Signature: Daniel	Day: In - Out			650	450	650	250	730	330				730	330		
	Lunch: Out - In			1200	1230	1200	1230	1200	1230				1200	1230		
	Outside Duty: From - To															
Document exceptions or comments, indicate type and count.																
rague, Shirley 61000 Employee Signature: Shirley	Day: In - Out			920	515	930										
	Lunch: Out - In			1130	1200	100	130	100	130				100	130	100	130
	Outside Duty: From - To			145	233											
Document exceptions or comments, indicate type and count.																

**Director's Signature:**

*Employee signatures on this time sheet certify the employee has performed the work associated with the account(s) listed.*

Time Log/Program / Area: 2048-- Boston Drug Lab

Week Ending: January 29, 2011

## William A. Hinton State Laboratory Institute

## OVERTIME REQUEST FORM

This form is to be used to request and approve overtime, whether paid through an overtime rate or through comp time. The supervisor must anticipate and request overtime approval **prior** to the beginning of overtime work. The supervisor will keep the completed copy of the form and include it with the pay period's regular time and attendance records.

Name of Employee: Listed Below Employee #: Listed Below

Department: Drug Laboratory

Date(s) of overtime work: January 24 - January 28, 2011

# of hours requested: Listed Below

Why work cannot be completed during regular hours: Significant Backlog of Samples

Overtime is to be:  paid at OT rate  added to comp time balance  
(if OT rate, complete below)

OT Account: 4516-1000

## Approval:

Supervisor: Chalani Date: 1/27/11

Department Head: Julie Hanif Date: 1/27/11

Denial reason: \_\_\_\_\_

Name	Employee ID#	Overtime earned	Name	Employee ID #	Overtime earned
Annie Dookhan	275153	3.25			
Daniela Frosca	341343	2.0			
Michael Lewicki	120459	16.5			
Pete Piro	138624	24.0			
Daniel Perzynski	2917673	2.0			